



How to Copy an Expense Item

1. Open the Expense Report

Exceptions

Expense	Date	Amount	Exception
Fixed Meals	07/26/2013	\$36.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Personal Car Mil...	07/26/2013	\$173.46	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses

Date	Expense	Amount	Requested
07/26/2013	Fixed Meals Augusta, Georgia	\$36.00	\$36.00
07/26/2013	Personal Car Mileage	\$173.46	\$173.46
07/23/2013	Fixed Meals Rome, Georgia	\$28.00	\$28.00
07/23/2013	Personal Car Mileage	\$45.77	\$45.77
07/22/2013	Fixed Meals Rome, Georgia	\$28.00	\$28.00

TOTAL AMOUNT: \$311.23 TOTAL REQUESTED: \$311.23

New Expense

Expense:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Personal Car Mileage
- Rental Cars Only
- Parking
- Tolls
- Hotel

All Expense Types

- Business Promotions
- Other Promotional Expense
- Trade Shows
- Communications
- Cellular Phone
- ...Other
- Miscellaneous
- Notary Costs
- Office Supplies
- Other Operating Expenses-Passport & Visa

2. Select the item you wish to copy and click on **Copy**

Expenses

Date	Expense	Amount	Requested
07/26/2013	Fixed Meals Augusta, Georgia	\$36.00	\$36.00
07/26/2013	Personal Car Mileage	\$173.46	\$173.46
07/23/2013	Fixed Meals Rome, Georgia	\$28.00	\$28.00
07/23/2013	Personal Car Mileage	\$45.77	\$45.77
07/22/2013	Fixed Meals Rome, Georgia	\$28.00	\$28.00

TOTAL AMOUNT: \$311.23 TOTAL REQUESTED: \$311.23

Expense

View Reimbursement Rates

Expense Type: Personal Car Mileage Transaction Date: 07/23/2013 Purpose of the Trip: normal biz travel

From Location: 100 Spring Drive, Roswell, GA 30075, U To Location: 2 East Main Street, Rome, GA 30161, U Payment Type: Out of Pocket

Distance : Amount: 81 : 45.77 USD Trip Type: In-State Travel Comment:

Vehicle ID: Personal Car - Tier 1 Number of Passengers: 0 Distance to Date: 0

Save Attach Receipt Cancel

Note: Not all expenses can be copied. For example, Fixed Meals cannot be copied. You must enter then via **Details>Travel Allowances** When an expense cannot be copied, the Copy button will be disabled.

- The new Expense Item will appear with a date 1 day later than the Expense Item you copied with all the details identical to the item you copied from.

Welcome, William Abercrombie Help | Log Out

Concur Georgia

My Concur **Request** Expense **Reporting** Profile

View Reports New Expense Report View Receipt Store Approve Reports View Cash Advances New Cash Advance

Instate Travel 7-16 to 31 Sgl Delete Report Submit Report

New Expense Details Receipts Print / Email Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Fixed Meals	07/23/2013	\$28.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Fixed Meals	07/26/2013	\$36.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses Move Delete Copy View New Expense Receipt Store

Adding New Expense

Date	Expense	Amount	Requested
07/26/2013	Fixed Meals Augusta, Georgia	\$36.00	\$36.00
07/26/2013	Personal Car Mileage	\$173.46	\$173.46
07/24/2013	Personal Car Mileage	\$45.77	\$45.77
07/23/2013	Fixed Meals Rome, Georgia	\$28.00	\$28.00
07/23/2013	Personal Car Mileage	\$45.77	\$45.77
07/23/2013	Fixed Meals	\$28.00	\$28.00

TOTAL AMOUNT **\$357.00** TOTAL REQUESTED **\$357.00**

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Personal Car Mileage
- Rental Cars Only
- Parking
- Tolls
- Hotel

All Expense Types

- Business Promotions
 - Other Promotional Expense
 - Trade Shows
- Communications
 - Cellular Phone
- ...Other
 - Miscellaneous
 - Notary Costs
 - Office Supplies
 - Other Operating Expenses-Passport & Visa

- Open the new item and update information that is different. For example, with Personal Car Mileage you might need to change the Vehicle ID (reimbursement rate), Transaction Date or scroll down to Mileage Calculator and select it to modify the stops for that day.

Expenses Move Delete Copy View New Expense Receipt Store

Expense

View Reimbursement Rates

Expense Type: Personal Car Mileage Transaction Date: 07/24/2013 Purpose of the Trip: normal biz travel

From Location: 100 Spring Drive, Roswell, GA 30075, To Location: 2 East Main Street, Rome, GA 30161, Payment Type: Out of Pocket

Distance: Amount: 81 : 45.77 USD Trip Type: In-State Travel Comment:

Vehicle ID: Personal Car - Tier I Number of Passengers: 0 Distance to Date: 0

Save Attach Receipt Cancel

Expenses

Date	Expense	Amount	Requested
07/26/2013	Fixed Meals Augusta, Georgia	\$36.00	\$36.00
07/26/2013	Personal Car Mileage	\$173.46	\$173.46
07/24/2013	Personal Car Mileage	\$45.77	\$45.77
07/23/2013	Fixed Meals Rome, Georgia	\$28.00	\$28.00
07/23/2013	Personal Car Mileage	\$45.77	\$45.77

TOTAL AMOUNT **\$357.00** TOTAL REQUESTED **\$357.00**

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints	Distances	Personal
A 100 Spring Drive, Roswell, GA 30075, U	61.9 MI	<input type="checkbox"/>
B 2 East Main Street, Rome, GA 30161, U		
C 100 Spring Drive, Roswell, GA 30075, U	61.7 MI	<input type="checkbox"/>
D		

[Calculate Route](#)

Directions

A 100 Spring Drive, Roswell, GA 30075, USA

62.0 mi - about 1 hour 13 mins

1. Head **north** on **Spring Dr** toward **GA-120 E** 344 ft
2. Turn **left** onto **GA-120 W** 8.8 mi
3. Exit onto **GA-120 Loop W/North Marietta Pkwy NE** toward **I-75 N** 1.5 mi
4. Turn **right** to merge onto **I-75 N** 24.9 mi

☐ Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	123.6 MI

[Add Mileage to Expense](#) [Cancel](#)

5. Complete any required change to the item and click on **Save** and you are done.

Expenses

Date	Expense	Amount	Requested
07/26/2013	Fixed Meals Augusta, Georgia	\$36.00	\$36.00
07/26/2013	Personal Car Mileage	\$173.46	\$173.46
07/24/2013	Personal Car Mileage	\$45.77	\$45.77
The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.			
07/23/2013	Fixed Meals Rome, Georgia	\$28.00	\$28.00
07/23/2013	Personal Car Mileage	\$45.77	\$45.77

TOTAL AMOUNT: \$257.00 TOTAL REQUESTED: \$257.00

Expense

Personal Car Mileage 07/24/2013 normal biz travel

From Location: 100 Spring Drive, Roswell, GA 30075, U To Location: 2 East Main Street, Rome, GA 30161, U

Distance: Amount 80 : 45.20 USD Trip Type: In-State Travel

Vehicle ID: Personal Car - Tier 1 Number of Passengers: 0 Distance to Date: 0

[Mileage Calculator](#)

[Save](#) [Attach Receipt](#) [Cancel](#)

Note: Copying repetitive Expense Items can save you a great deal of time!